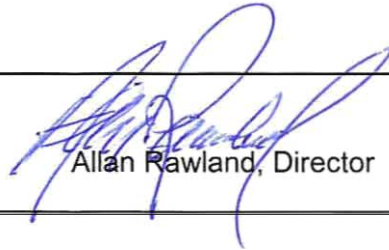


**County of San Bernardino  
Department of Behavioral Health**

## Internet Access Policy

**Effective Date** 09/18/06  
**Revision Date** 03/31/08



Allan Rawland, Director

**Policy** It is the policy of Department of Behavioral Health that to provide standardized Internet Access for all employees based upon their assigned position.

**Purpose** To provide an effective and efficient solution in granting the appropriate Internet authorizations that will enable employees to achieve assigned responsibilities that require access to the World Wide Web (WWW).

**Security Groups** All users will be assigned one of the following Security Groups that have been established to allow or restrict Internet content or access.

- Unrestricted Access
- ISA Full Access
- ISA Limited Access
- ISA Proxy restricted Access

**Note:** For detailed job classification information of each security group, please go to:

<http://countyline.sbcounty.gov/dbh/DBH%20Proxy%20Groups.pdf>

**Request Process** The table below describes the roles and responsibilities in the Internet Access request process:

Role	Responsibility
Supervisor/ Manager	<ul style="list-style-type: none"><li>• Complete the <a href="#">Network User Request/Update</a> form.</li><li>• Click the “submit” button</li></ul>
Information Technology	<ul style="list-style-type: none"><li>• Take the appropriate action to establish modify or terminate access based on the information provided.</li><li>• Send ISD notification to update Proxy server.</li></ul>
ISD	Update Proxy server

**Note:** To view process workflow go to:

<http://countyline.sbcounty.gov/dbh/Internet Access Workflow.pdf>